



366 TUSKEGEE AIRMEN DRIVE
PATRICK AIR FORCE BASE, FLORIDA 32925

20 April 2004

MEMORANDUM FOR STUDENTS, LEADERSHIP TEAM AWARENESS COURSE (LTAC)
(CLASS 04Q)

SUBJECT: Welcome Information

1. Welcome to the Defense Equal Opportunity Management Institute (DEOMI). Congratulations on your selection to attend the Leadership Team Awareness Course (LTAC). DEOMI is the DoD "Center of Excellence" for equal opportunity (EO), equal employment opportunity (EEO), and human relation's education.
2. The objective of this weeklong course is to provide participants an overview of how EO issues impact unit cohesion, mission accomplishment, combat readiness, and to give the participants increased awareness, sensitivity, and understanding of EO issues. If you have questions or are unable to attend, contact Student Management at DSN: 854-5381 or commercial: (321) 494-5381. Direct questions concerning course content to the course program manager, Master Sergeant Deveaux, at DSN: 854-1621 or commercial: (321) 494-1621.
3. **Arrival:** Currently, all students will check into the **Ramada Inn**, on Sunday, May 16, 2004. Class convenes on Monday, May 17, 2004 at 0730. **All personnel should report in civilian business attire** to DEOMI, Building 352, 366 Tuskegee Airmen Drive, Patrick Air Force Base.
4. **Lodging:** Currently, all students attending this course will stay at **Ramada Inn, located 1035 State Road A1A, Satellite Beach, FL. The cost is \$99.00 per night.** Units are highly urged to authorize rental vehicles or POV. **Transportation "WILL NOT" be provided.** Pets are not allowed. The Student Management Section will make all hotel reservations
5. **Transportation:** Base transportation is limited especially in the evenings and on the weekend. Therefore, we urge and strongly encourage the authorization of RENTAL CARS. There are two airports servicing the Patrick AFB area: Melbourne International Airport (20 miles from the base), and Orlando International Airport (63 miles from the base). Airport shuttle/limousine service is available to and from Melbourne Airport. Call (321) 724-1600 or 1-800-826-4544. Also, you may check with the airport counter clerk upon your arrival. Shuttle and limousine service from Orlando Airport to Patrick AFB is available. The shuttle service departs the Orlando Airport every two hours beginning at 0900. The last shuttle departs Orlando

Airport at 1900. Call Cocoa Beach Shuttle (321) 784-4144 for Florida residents and 1-800-633-0427 for non-Florida residents to verify schedule times. Cost for taxi service from the Orlando Airport to Patrick AFB is approximately three to four times the cost of the shuttle or limousine.

a. If you are traveling by automobile, Patrick AFB is located on Highway A1A between Cocoa Beach and Satellite Beach. The most direct route is via I-95 to Wickham Road (exit marker 73), approximately 10 miles south of Cocoa; proceed east on Wickham Road to the Pineda Causeway (Florida Route 404); turn east toward the ocean and cross the Pineda Causeway to the Patrick AFB exit and enter through the South Gate.

b. If you are arriving from the Orlando International Airport, take 528 East (Beeline Expressway), following the signs for Cocoa/Cape Canaveral. Exit onto I-95 south and then follow the directions as per the above paragraph.

7. **Privately Owned Vehicle:** A POV/rental car is highly recommended. The commissary, medical clinic, dental clinic, and BX are on base, two and half miles south of the Institute. Local public transportation is minimal. Transportation, including taxi, is infrequent and expensive. There is an on-base rental car agency located on the installation (321) 783-2424.

8. **Civilians:** Civilian personnel are expected to comply with reasonable dress and grooming standards as outlined in their individual Service directives. Civilian personnel should also bring rainwear and umbrellas. DD Forms 1556 should indicate if any student requires special accommodations and the type of accommodations needed.

9. **Uniform/Dress Requirements:** **Uniform** is Civilian Business Attire. Students should consult with their service uniform regulation for appropriate dress.

10. **Advance/Accrual Per Diem:** Students who are in a TDY/TAD, and return status must make arrangements with their respective comptroller or supporting Finance and Accounting Office for advance and/or accrual per diem prior to departing. DoD students are expected to have a Bank of America VISA Travel Card and, if TDY enroute, can be paid interim accrual per diem every 30 days while at DEOMI.

11. **Holiday, Non-Duty, Weekend Check-In, and Emergency:** If you report during holidays, non-duty hours or weekends, and need to contact a DEOMI staff member, call the Superintendent (Primary) at (321) 266-4679 or Executive Officer (Alternate) at (321) 591-8250. If you are unable to reach the primary or alternate, please phone Patrick's Command Post Duty Officer at (321) 494-7001.

12. **Class Attendance and Graduation:** The demanding course schedule runs daily from 0730 to 1645; the only exception is the Friday graduation and adjournment at 1600. Plan travel itinerary accordingly; Orlando International Airport is a 63 mile drive, about 1.5 hours in average traffic.

13. **Student Mailing Address:** If you have mail forwarded while at DEOMI, use the following General Delivery address:

Rank and Full Name
DEOMI STUDENT (LTAC 04Q)
366 Tuskegee Airmen Drive
Patrick AFB, FL 32925

14. Once again, welcome. The staff and faculty look forward to working with you. **For Additional information, visit the DEOMI website at <https://www.patrick.af.mil/deomi/deomi.htm>** If you have questions or concerns prior to arrival, contact Student Management at DSN 854-5381/4923 or Commercial (321) 494-5381/4923.

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THOMAS B. MCGEACHY
LTC, U. S. Army
Director, Senior Leader Training